

**NOTICE OF PUBLIC MEETING  
OF THE  
CRIME VICTIMS COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION  
AND  
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Crime Victims Committee** of the Arizona Criminal Justice Commission and to the general public that the **Crime Victims Committee** will hold a meeting open to the public on **Thursday, September 18, 2008** beginning at **11:00 a.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

- I. Call to Order and Roll Call** **Chairperson Linda Scott**  
*Crime Victims Committee Members:*  
Linda Scott, Chairperson  
John Armer  
Duane Belcher  
Terry Goddard  
Barbara LaWall  
Dora Schriro  
Andrew Thomas
- II. Minutes of the May 22, 2008 Meeting**  
• Approval of Minutes **P-F-T**
- III. Federal VOCA Compensation** **Tony Vidale**  
• Review, discussion, consideration and possible action on the following:  
**A. FY09 VOCA Compensation allocation formula** **P-F-T**  
**B. FY09 VOCA Compensation allocation** **P-F-T**
- IV. Victim Compensation Claim Management System** **Tony Vidale**  
• Review, discussion, consideration and possible action on supplemental funding for a claim management system to assist county programs in tracking and reporting victim compensations claims. **P-F-T**

**V. Call to the Public**

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

**VI. Date, Time, and Location of Next Meeting**

- The next Crime Victims Committee meeting will be held at the call of the Chairperson.

**VII. Adjournment**

To ensure compliance with Open Meeting Law, recipients of this message should not forward it to other members of the public body. Members of the public body may reply to the sender of this message, but they should not send a copy of the reply to other members.

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

**CRIME VICTIMS COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION**

**Request for Committee Action**

| <b>Action Requested:</b> | <b>Type of Action Requested:</b>  | <b>Subject:</b>                           |
|--------------------------|---|---|
| September 18, 2008       | <input checked="" type="checkbox"/> Formal Action/Motion<br><input type="checkbox"/> Information Only<br><input type="checkbox"/> Other | Minutes of the<br>May 22, 2008<br>Meeting |

**TO:** Chairperson and Committee Members

**FROM:** Tony Vidale, Program Manager  
Crime Victim Services

**RECOMMENDATION:**

The Committee approve the minutes of the Crime Victims Committee Meeting held on May 22, 2008.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Crime Victims Committee  
Minutes  
May 22, 2008**

A public meeting of the Crime Victims Committee of the Arizona Criminal Justice Commission was convened on May 22, 2008 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

**Members Present:**

Linda Scott, Chairperson, Former Judge  
John Armer, Gila County Sheriff  
Duane Belcher, Chairperson, Board of Executive Clemency, Erin Warzecha representing  
Terry Goddard, Arizona Attorney General, Pam Wessel representing  
Barbara LaWall, Pima County Attorney, Phyllis De Luca representing by conference call  
Dora Schriro, Department of Corrections, Dona Markley representing  
Andrew Thomas, Maricopa County Attorney, Phil MacDonnell representing

**Staff Participating:**

Tony Vidale, Program Manager  
Wendy Boyle, Executive Secretary

**I. Call to Order and Roll Call**

The meeting was called to order by Chairperson Linda Scott at 11:00 a.m. Roll was taken and a quorum was declared present.

**II. Minutes of the March 18, 2008 Meeting**

Chairperson Scott called for a motion to approve the minutes of the March 18, 2008 meeting. Commissioner John Armer motioned to accept the minutes as presented. The motion seconded by Designee Pam Wessel passed unanimously.

**III. Crime Victim Compensation Program**

**A. Designation of Operational Units**

Tony Vidale, Program Manager explained that annually the Commission designates one operational unit per county to receive Crime Victim Compensation and Assistance funds. Mr. Vidale proposed that as in past years, the Committee recommend the designation of the County Attorneys' offices as operational units for the FY09 Crime Victim Compensation Program.

Designee Dona Markley motioned to recommend to the Commission the designation of each County Attorneys' office as an operational unit for the FY09 Crime Victim Compensation Program. The motion seconded by Designee Erin Warzecha passed unanimously.

**B. FY09 Program Budget**

Tony Vidale, Program Manager proposed that the budget for the FY09 Crime Victims Compensation Program be set at \$2,800,000 with \$50,000 held in reserve as required by Program Rule R10-4-102, D. The program level is conditional upon favorable review by the Joint Legislative Budget Committee for increased expenditure authority above the proposed FY09 budget.

After discussion, Designee Phil MacDonnell motioned to recommend to the Commission that the budget for FY09 Crime Victim Compensation Program be set at \$2,800,000 with \$50,000 reserve as shown on page 8 of the agenda. The motion seconded by Commissioner John Armer passed unanimously.

**C. FY09 Program Allocations**

Tony Vidale, Program Manager discussed the allocation of \$2,800,000 to the Crime Victim Compensation Program. Mr. Vidale referred to the chart on page 10 of the agenda that outlines the proposed amounts for allocation to each county operational unit. The formula shows a set administrative expense, a base allotment of \$10,000 to each county with the balance distributed by population.

Designee Phil MacDonnell motioned to recommend to the Commission the allocation of \$2,800,000 in state Crime Victim Compensation funds to the operational units for the FY09 Crime Victim Compensation Program. The motion seconded by Commissioner John Armer passed unanimously.

**D. FY08 Redistribution of State Victim Compensation Funds**

Tony Vidale, Program Manager presented the Redistribution of Crime Victim Compensation funds for FY08. Mr. Vidale explained the Redistribution of Funds Policy was approved by the Commission in March 2008, with the funds expiring on June 30, 2008. These funds must be expended through the operational unit by that date.

After review and discussion, Designee Erin Warzecha motioned to recommend to the Commission the redistribution of unexpended FY08 state Crime Victim Compensation funds. The motion seconded by Designee Phil MacDonnell passed with one abstention.

#### **IV. Crime Victim Assistance Program**

##### ***A. Consideration of Late Victim Assistance Grant Applications***

Tony Vidale, Program Manager explained to the Committee that Cochise County Attorney's Office, Graham County Attorney's Office, Maricopa County Attorney's Office, Peoria Police Department and EMPACT-SPC were unable to meet the Victim Assistance Grant Application deadline. Mr. Vidale referred to copies of letters from the agencies requesting consideration for their FY09 grant applications. Chairperson Linda Scott asked if there were representatives from the agencies who would like to address the Committee. Jennifer La Motte, Cochise County; John Garcia, Maricopa County Attorney's Office; Marie Peru, Graham County Attorney's Office; Jay Davies, Peoria Police Department and Kathleen Curtis, EMPACT-SPC spoke on their agency's behalf.

After discussion, Designee Dona Markley motioned to recommend to the Commission to consider acceptance of the FY09 Crime Victim Assistance Grant applications from the Cochise County Attorney's Office, Graham County Attorney's Office, Maricopa County Attorney's Office, Peoria Police Department and EMPACT-SPC. The motion was seconded by Designee Phil MacDonnell and passed unanimously.

##### ***B. FY09 Criminal Justice Government Agencies Grant Awards***

Tony Vidale, Program Manager reported that seventeen criminal justice government agencies applied for Crime Victim Assistance grant funding in the amount of \$1,086,792 for FY09. Mr. Vidale directed the Committee to Option 2 (Table 1A) on page 27 that includes funding allocations for criminal justice government programs with consideration of the late applicants. The money available for this category of applicants is \$640,000.

After review and discussion, Commissioner John Armer motioned to recommend to the Commission the award of FY09 Crime Victim Assistance funds under Option 2 to the criminal justice government agencies eligible to serve on the Commission. The motion was seconded by Designee Pam Wessel and passed with one dissenting vote.

##### ***C. FY09 Nonprofit and other Government Agencies Grant Awards***

Tony Vidale, Program Manager reported that thirty-three non-profit organizations and other governmental agencies not eligible to serve on the Commission have applied for FY09 Crime Victim Assistance grant funding in the amount of \$1,201,383. Mr. Vidale directed the Committee to Option 2 (Table 1A) on page 27 that includes funding allocation for non-profit and government programs. The allocation of \$20,000 to the Arizona Victim Assistance Academy was also included in the proposal. The money available for this category of applicants is \$660,000. Chairperson Linda Scott asked if there were representatives from the agencies who would like to address the Committee. Paul Lovelis, Pima County Public Defender's Office; Kerry Ramella, Phoenix City Fire Department and Gail Leland, Homicide Survivors spoke on their agency's behalf.

After discussion, Commissioner John Armer motioned to recommend to the Commission the award of FY09 Crime Victim Assistance funds under Option 2 to the non-profit organizations and other government agencies not eligible to serve on the Commission. The motion was seconded by Designee Pam Wessel and passed with one dissenting vote.

#### **V. Call to the Public**

Chairperson Scott made a call to the public. No members of the public addressed the Committee.

#### **VI. Date, Time, and Location of Next Meeting**

The next Crime Victims Committee Meeting will be held on Thursday, September 18, 2008 at 11:00 a.m. at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

#### **VII. Adjournment**

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.

## CRIME VICTIMS COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

| Action Requested:  | Type of Action Requested:   | Subject:   |
|--------------------|---|--|
| September 18, 2008 | <input checked="" type="checkbox"/> Formal Action/Motion<br><input type="checkbox"/> Information Only<br><input type="checkbox"/> Other | Federal VOCA<br>Compensation<br>Allocation Formula |

**TO:** Chairperson and Committee Members

**FROM:** Tony Vidale, Program Manager  
Crime Victim Services

#### RECOMMENDATION:

The Crime Victims Committee recommend to the Commission the allocation formula to be used in the distribution of the FFY 2008 federal VOCA funds to the fifteen operational units.

#### DISCUSSION:

The formula provides for the Commission to retain 5% of the federal VOCA award for administrative costs associated with administering the program. Administrative funds are used for personal services, employee related expenses, and travel expenses. Under federal VOCA guidelines, operational units that receive and use private funds to compensate crime victims are permitted to receive a 60% match of VOCA funds in addition to the general allotment provided to all operational units. The proposed allocation formula includes the 5% administrative costs, the 60% match for programs expending private funds to compensate victims, a base allotment of \$1,100 to all operational units, and the balance of the funds distributed by population. Please refer to page 8 for a breakout of the allocation formula for each operational unit. FFY 2008 allocations are expended during the state 2009 fiscal year.

#### FISCAL IMPACT:

Significant - \$1,193,000 distributed to the Commission and operational units for compensation benefits and administration.

#### ALTERNATIVES:

Not Approve - Modify - Table

## CRIME VICTIMS COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

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|--------------------|---|--|
| September 18, 2008 | <input checked="" type="checkbox"/> Formal Action/Motion<br><input type="checkbox"/> Information Only<br><input type="checkbox"/> Other | Federal VOCA<br>Compensation<br>Allocation |

**TO:** Chairperson and Committee Members

**FROM:** Tony Vidale, Program Manager  
Crime Victim Services

#### RECOMMENDATION:

The Crime Victims Committee recommend to the Commission the allocation of FFY 2008 federal VOCA Compensation funds in accordance with the attached chart.

#### DISCUSSION:

Federal VOCA Compensation Funds in the amount of \$1,193,000 have been awarded to the State of Arizona based upon the certification of funds expended for crime victim compensation benefits in FFY 2006. FFY 2008 funding is expended during the state 2009 fiscal year. The table on page 8 illustrates the distribution of funds utilizing the 5% administrative funds, 60% matching funds for the use of private funds to compensate crime victims, and the balance distributed by a base amount and population formula.

#### FISCAL IMPACT:

Significant - \$1,193,000 distributed to the Commission and operational units for compensation benefits and administration.

#### ALTERNATIVES:

Not Approve - Modify - Table

**CRIME VICTIM COMPENSATION PROGRAM  
FFY 2008\* PROPOSED VOCA ALLOCATION**

| COUNTY        | 5%<br>ADMIN<br>COSTS | COMP PYMTS<br>PRIVATE<br>FUNDS | 60%<br>PRIVATE<br>FUNDS<br>ALLOTMENT | POPULATION       | %<br>POPULATION | BASE<br>ALLOTMENT | POPULATION<br>ALLOTMENT | TOTAL<br>ALLOTMENT |
|---------------|----------------------|--------------------------------|--------------------------------------|------------------|-----------------|-------------------|-------------------------|--------------------|
| ACJC          | 59,650               |                                |                                      |                  |                 |                   |                         | 59,650             |
| APACHE        |                      | -                              | -                                    | 75,496           | 1.16%           | 1,100             | 12,972                  | 14,072             |
| COCHISE       |                      | -                              | -                                    | 137,200          | 2.11%           | 1,100             | 23,573                  | 24,673             |
| COCONINO      |                      | -                              | -                                    | 134,898          | 2.08%           | 1,100             | 23,178                  | 24,278             |
| GILA          |                      | -                              | -                                    | 56,885           | 0.88%           | 1,100             | 9,774                   | 10,874             |
| GRAHAM        |                      | -                              | -                                    | 37,338           | 0.57%           | 1,100             | 6,415                   | 7,515              |
| GREENLEE      |                      | -                              | -                                    | 8,394            | 0.13%           | 1,100             | 1,442                   | 2,542              |
| LA PAZ        |                      | -                              | -                                    | 21,529           | 0.33%           | 1,100             | 3,699                   | 4,799              |
| MARICOPA      |                      | -                              | -                                    | 3,907,492        | 60.11%          | 1,100             | 671,377                 | 672,477            |
| MOHAVE        |                      | -                              | -                                    | 204,122          | 3.14%           | 1,100             | 35,072                  | 36,172             |
| NAVAJO        |                      | -                              | -                                    | 113,796          | 1.75%           | 1,100             | 19,552                  | 20,652             |
| PIMA          |                      | -                              | -                                    | 1,003,235        | 15.43%          | 1,100             | 172,374                 | 173,474            |
| PINAL         |                      | -                              | -                                    | 327,670          | 5.04%           | 1,100             | 56,300                  | 57,400             |
| SANTA CRUZ    |                      | -                              | -                                    | 46,907           | 0.72%           | 1,100             | 8,059                   | 9,159              |
| YAVAPAI       |                      | -                              | -                                    | 223,934          | 3.45%           | 1,100             | 38,476                  | 39,576             |
| YUMA          |                      | -                              | -                                    | 201,298          | 3.10%           | 1,100             | 34,587                  | 35,687             |
| <b>TOTALS</b> | <b>\$59,650</b>      | <b>\$0</b>                     | <b>\$0</b>                           | <b>6,500,194</b> | <b>100.00%</b>  | <b>\$16,500</b>   | <b>\$1,116,850</b>      | <b>\$1,193,000</b> |

**ADMIN COSTS + PRIVATE FUNDS ALLOTMENT + BASE ALLOTMENT + POPULATION ALLOTMENT = TOTAL ALLOTMENT**

*Total Allocation to County Programs* **\$1,133,350**

Source: Population Statistics Unit, Research Administration, DES (July 1, 2007 Population Estimates)

\*FFY 2008 VOCA funds are expended in state FY 2009.



## CRIME VICTIMS COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

| Action Requested:  | Type of Action Requested:   | Subject:  |
|--------------------|---|---|
| September 18, 2008 | <input checked="" type="checkbox"/> Formal Action/Motion<br><input type="checkbox"/> Information Only<br><input type="checkbox"/> Other | Victim Compensation<br>Claim Management<br>System |

**TO:** Chairperson and Committee Members

**FROM:** Tony Vidale, Program Manager  
Crime Victim Services

### RECOMMENDATION:

The Crime Victims Committee recommend to the Commission approval of the expenditure of up to \$45,000 in anticipated unexpended FY09 state Victim Compensation funds to support the development of the Victim Compensation Claim Management System (VCCMS).

### DISCUSSION:

See attached

### FISCAL IMPACT:

Moderate – Up to \$45,000 of Victim Compensation funds for design and development of the system.

### ALTERNATIVES:

Not Approve - Modify - Table

## **Background**

During FY 2006 and 2007 ACJC staff held a series of meetings with county victim compensation program personnel to develop the scope of an automated claim management system. County Information Technology personnel also attended these meetings on two occasions to offer input. Based on those meetings ACJC worked with our IT consultants in developing a cost estimate to include in a budget request for the FY 2008-2009 budget period. The Legislature appropriated \$100,000 for the project in FY 2009. In working with the vendor at the end of FY 2008, we received a revised cost proposal that included a more accurate cost statement of the features in the original proposal as well as some features we did not envision two years ago. The revised cost proposal was \$153,000. Staff, in consultation with other state's compensation programs, discovered that some features, such as an online application, provide a more robust system to better serve victims and improve program productivity. In addition, building a system with these features now is less costly than modifying a developed system later. The request by staff is to utilize up to \$45,000 of Victim Compensation funds allocated to county programs but unexpended at the end of the fiscal year for the additional cost of the project. Since the average amount programs reverted between FY 2003 and FY 2007 totaled \$63,800, staff believes the \$45,000 will be available to be used on the project.

## **The Current Environment**

ACJC allocates funds from state and federal sources to the Victim Compensation Program. The programs in turn report to ACJC on a quarterly basis regarding revenues, expenditures and program activities. ACJC aggregates the data received in the quarterly reports, and reports to the federal government on an annual basis. The timely and accurate filing of these reports is of significant importance as they influence future availability of federal funds.

The 15 counties in the state of Arizona each administer crime victim compensation programs. These programs receive, substantiate, and investigate claims for compensation of costs incurred as a direct result of crime. Claims determined to be eligible for compensation are presented to the Victim Compensation Board in each county for approval. As these board meetings fall under the Arizona Open Meetings Law, each program must prepare notices, agendas, and minutes for each board meeting.

Each phase in the crime victim compensation process; claim processing, generation of meeting information, quarterly and annual reporting, is time and resource intensive. At this time, there is no single solution available to perform all of these activities. Additionally, lack of uniformity in the processes and applications used to carry out these activities introduces redundant effort, increased potential for erroneous data, and difficulty in reconciling information between the counties and ACJC. In order to bring greater efficiency and accuracy to the crime victim compensation process, ACJC would like to develop a Victim Compensation Claim Management System (VCCMS).

## **The Solution**

An integrated claim management system should increase productivity on the part of county victim compensation programs by reducing administrative time to compile quarterly reports, generate claim status letters or other correspondence to victims or providers, create agendas and case summaries for Compensation Board members, and track program revenue and expense activity. This will allow program personnel to spend less time administering the program and more time providing services to victims. The system will also assist in allocating limited resources to counties with the greatest needs, reduce ACJC staff time processing quarterly compensation reports, provide an historical database for program activities, allow for accurate yearly reports to the federal government, and assist in the recovery of restitution owed to compensation programs in each county.

## **Objectives**

In order to achieve the benefits mentioned above the VCCMS must achieve the following core objectives:

- **Improve efficiency of claim entry and processing.**
- **Reduce administrative overhead associated with board meetings and correspondence.**
- **Improve accuracy of quarterly reports.**
- **Reduce effort required to produce annual federal reports.**